

**United States Court of Appeals for the Fifth Judicial Circuit
Circuit Library**

POSITION VACANCY ANNOUNCEMENT

Open: August 18 until September 19, 2003

TECHNICAL SERVICES LIBRARIAN

Starting Salary: \$37,665 - \$56,463 commensurate with education and experience

DESCRIPTION OF DUTIES:

Coordinate, control and organize print and electronic serials for circuit library headquarters and ten satellite libraries. Position reports directly to Head of Technical Services.

- Work collaboratively with Head of Technical Services in establishing policies and procedures for ongoing check-in or serials/continuations, utilizing integrated library system
- Participate with cataloger in updating bibliographic records of serials (including continuations)
- Work with acquisitions staff and satellite librarians for renewals, recommended acquisitions, and deletions of serials from library collections.
- Coordinate with satellite librarians and public services librarians for claiming and binding of library serials collections.
- Advise and partner with library systems manager on technical services aspects of electronic resources, including acquisitions, cataloging, setting up, and troubleshooting.
- Prepare or assist in the preparation of reports, guidelines, training, and procedural materials.

Additional duties include regularly scheduled hours at the library's reference desk and collection development duties. Occasional travel may be required.

Qualifications:

Completion of a Master's Degree in Library or Information Science from an ALA accredited program. Must be a U.S. citizen or eligible to work for the federal government.

Additional Qualifications:

In order to perform the duties of this position, applicants must have the following knowledge, skills and abilities.

- Ability to handle multiple tasks simultaneously.
- Demonstrated knowledge of integrated library systems (with knowledge of SIRSI's UNICORN system preferred but not mandatory).
- Demonstrated knowledge of AACRII 2002 revision, MARC and MARC21 formats; familiarity with OCLC Connexion
- Ability to communicate in a library setting, with judicial officers, staff, and vendors, both orally and in writing.
- Ability to analyze legal and non-legal materials in order to process such materials for the library collection.
- Ability to create and modify serial records in an online environment.
- Knowledge of the principles, concepts and techniques associated with descriptive and subject cataloging rules applied to serial formats.

TO APPLY:

Send a cover letter and resumé on or before September 19, 2003, to the name and address shown below.

MAIL, FAX or EMAIL to:

Kay Guillot
Circuit Librarian
U.S. Court of Appeals for the Fifth Circuit
600 Camp St. Room 106
New Orleans, LA 70130
(504) 310-7725 (voice mail)
(504) 310-7578 (fax)
Email: kay_guillot@ca5.uscourts.gov

The United States Court of Appeals for the Fifth Circuit is an Equal Employment Opportunity employer.

This position is subject to mandatory Electronic Fund Transfer program (EFT) participation for payment of net pay.